

This position is advertised under Delegated Examining Procedures.

TITLE, SERIES, GRADE: ADMINISTRATIVE SERVICES SPECIALIST, GS-301-9/11/12

SALARY RANGE: GS-9: \$45,040 - \$58,557*
GS-11: \$54,494 - \$70,843*
GS-12: \$65,315 - \$84,913*

*Salary range contains multiple steps. In most cases, the salary will be set at the starting step for the grade level qualified.

TYPE OF APPOINTMENT: This is a term position not to exceed two (2) years; however, this position may be extended an additional two (2) years or may be made permanent without further competition.

PROMOTION POTENTIAL: GS-301-12

VACANCY ANNOUNCEMENT NUMBER: 08-NDAL-05-DEU

OPENING DATE: 05/08/2008 **CLOSING DATE:** 05/21/2008

DUTY LOCATION(S): United States Attorney's Office, Birmingham, Alabama,
Administrative Division

NUMBER OF VACANCIES: One (1)

CONTACT: Human Resources
Phone #: (205) 244-2075
TDD #: (205) 731-1032

Send your application package to: United States Attorney's Office, Attn: Human Resources, 1801 4th Avenue North, Birmingham, Alabama 35203.

Applications must be received by 11:59 p.m. central standard time on the closing date or postmarked by the closing date. Applications submitted using government postage or internal Federal government mail systems or facsimile will not be considered.

WHO MAY APPLY: All U.S. citizens, including well-qualified surplus and displaced Federal employees in the local commuting area.

DUTIES: The U. S. Attorney's Office for the Northern District of Alabama is comprised of one staffed branch office, with Birmingham as Headquarters office and the central location of all administrative delegations from the Department of Justice. These offices support the United States Attorney's law enforcement and litigative responsibilities in the areas of civil and criminal prosecution as well as the President's Organized Crime Drug Enforcement Task Force. Incumbent plans, obtains and provides comprehensive office management support in the areas of

procurement, supply management, building and equipment management, contracts, space management, property management, communications, records storage and disposal, printing and reproduction services, security and safety. Performs other related duties as assigned.

GENERAL INFORMATION FOR COMPLETING YOUR APPLICATION:

1. QUALIFICATION REQUIREMENTS - Applicants must meet the qualification requirements outlined in the United States Office of Personnel Management Qualification Standards Handbook for General Schedule Positions. To qualify for the GS-9 level, applicants must have one year (52 weeks) of specialized experience equivalent to the next lower level (GS-7) in the Federal service or two full years of progressively higher level graduate education or a master's or equivalent graduate degree. To qualify for GS-11 level, applicants must have one year (52 weeks) of specialized experience equivalent to the next lower level (GS-9) in the Federal service or 3 full years of progressively higher level graduate education or Ph.D. or equivalent doctoral degree. If qualifying all or in part based on your education, please submit a copy of your college transcripts or a list of college courses with credit hours, dates completed, and grades received. To qualify for GS-12 level, applicants must have one year (52 weeks) of specialized experience equivalent to the next lower level in the Federal service or GS-11. There is no education requirement for the GS-12 level. Specialized experience is that which is related to the position to be filled and which has equipped the candidate with the particular knowledge, skills, and abilities necessary to successfully perform the duties of the position. Specialized experience includes planning and administering an office management support program to include purchasing, contracts, facilities, security, and safety.

Applicants must meet all requirements by the closing date of the announcement.

2. EVALUATION METHOD - If you are basically qualified, your resume and responses to the following Knowledge, Skills and Abilities will be compared to a Rating Schedule/Crediting Plan to determine the extent and quality of your experience, education, and training as it relates to the position. The numeric rating you receive will be based on the degree to which your background matches the Knowledge, Skills, and Abilities required to perform the duties of this position. Additional points for verified veteran's preference will be added to your numeric rating, if appropriate. The most highly qualified applicants will be referred for interviews.

Knowledge, Skills and Abilities (KSAs):

1. Knowledge of the principles, practices, regulations, and procedures related to procurement, property accountability, and facility management.
2. Knowledge of contract administration regulations, policies, and responsibilities and ability to effectively monitor and administer large and small dollar contracts.
3. Knowledge of the functions, processes, and principles of legal or non-legal office operations in order to identify support services functions and processes.
4. Ability to independently plan, organize and accomplish assignments of varying scope and complexity by analyzing processes and procedures, selecting the appropriate analytical methods, and make recommendations for improvement or change.

5. Knowledge of office automation systems to use several types of software for various office needs including retrieving data.
6. Ability to effectively communicate orally and in writing.

Applicants will be rated on the information provided; therefore, you are encouraged to address your experience, education and/or training related to the KSAs separately in clear and concise paragraphs. Failure to do so may result in a lower score in the evaluation process.

3. HOW TO APPLY - Applicants should submit the following:

– **Optional Application for Federal Employment** (OF-612), or a **resume**, or any **other written format** that describes your job-related qualifications. You should include certain information (such as your Social Security Number and statement of U.S. citizenship) to receive consideration for this position. The OF-612 and other information about applying for a Federal job is available from the USAJOBS information system through the website at: <http://www.usajobs.opm.gov/forms.htm>.

4. ICTAP AND/OR CTAP CANDIDATES - To receive selection priority, surplus and displaced employees must apply and be found well-qualified for the position. A well-qualified CTAP or ICTAP employee is one who satisfies all medical, physical, education, experience and selective factors (if any) for the vacant position; is rated equivalent to 85 or more on the rating criteria for this position; and, can satisfactorily perform all of the duties of the position within a reasonable orientation period, e.g., 30 days.

CTAP and ICTAP candidates must submit documents which show their eligibility for selection priority. Documentation can include a copy of a RIF separation notice, Certificate of Expected Separation, or some other proof of eligibility for priority selection and a copy of an SF-50 showing their current position, grade level and promotion potential and duty location.

5. VETERANS' PREFERENCE - Veterans must submit a copy of their DD-214 as proof of entitlement to veterans' preference. Veterans claiming 10-point preference must also submit an Application for 10-Point Veteran Preference (SF-15); an official statement from the Department of Veterans Affairs or a branch of the Armed Forces, dated 1991 or later, certifying the veteran's present receipt of compensation for service-connected disability or disability retirement pay; or other appropriate documentation as listed on the back of the Form SF-15.

6. AGENCY REQUIREMENTS AND INFORMATION - If the position is advertised at more than one grade, indicate the grade level(s) for which you are applying. If not specified, you will be considered only for the highest grade qualified.

Payment of relocation expenses will not be authorized.

Employment is contingent upon the satisfactory completion of a background investigation adjudicated by the Department of Justice. The selectee will be subject to drug testing by urinalysis prior to appointment.

If you are a male born after December 31, 1959, and are at least 18 years of age, you must have registered with the Selective Service System (or have an exemption) to be eligible for a Federal job.

Completion of a one-year probationary period may be required.

7. EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

Except where otherwise provided by law, there will be no discrimination because of sexual orientation, sex, status as a parent, genetic information, color, race, religion, national origin, politics, marital status, disability, age, membership or nonmembership in an employee organization, or on the basis of personal favoritism.

The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within the Department of Justice.